

## OSHA CONSULTANT I

This is technical work providing consulting services to private and public employers subject to the Occupational Safety and Health Act of 1970. Employees must have technical ability to identify unsafe conditions and work practices and to make recommendations for correcting or controlling such hazards. Nature of the work requires ability to clearly explain nature of hazards and to effectively communicate procedures for abatement or control. Work is performed under the general supervision of the Field Supervisor or an OSHA Consultant II.

### DIFFICULTY OF WORK

Variety and Scope - Work involves contact with all types of industrial and commercial facilities and their associated environments and work processes. The work may involve the research and draft of a major safety plan with industry-wide application in addition to specific recommendations for abatement of highly complex and hazardous processes or equipment.

Intricacy - Recommendations must be thoroughly researched and documented. Employees must have the ability to recognize engineering or health-related problems and make appropriate referrals to supervisory or technical staff. Investigates occupational areas with high injury and fatality incidence and reports findings and recommendations for corrective action.

Subject Matter Complexity - Work requires general knowledge and experience in construction, industrial management or technology and a general knowledge of industrial hygiene and toxicology in the workplace. Employees also use a variety of test equipment including air sampling, audiometers, and explosimeters.

Guidelines - The Occupational Safety and Health Act and published OSHA standards are basic documents to effective performance. In addition, the General Industry and Construction Standards, Standards and Operations Procedures Notices, the N. C. S.A.V.E. and Field Operation Manuals, federal OSHA directives, and part 1908 of the Federal Register are "working tools" for the employee.

### RESPONSIBILITY:

Nature of Instructions - Job assignments are initiated by the Consultant Supervisor or a Consultant II; however, employees are expected to assess the scope and specifics of the assignment and to develop a planned program or recommendations to satisfy the requirement. If technical or procedural problems are encountered, guidance would be provided by supervisory staff.

Nature of Review - Results are reviewed through prescribed reports submitted after each assignment in addition to feedback from clientele served. Overall performance is evaluated through periodic meetings with a consultant supervisor and annually through a formal performance evaluation report.

Scope of Decisions - Recommendations, if approved, may have an impact on industry-wide safety programs and technical processes. They may also have consequences relating to employee health and safety and economic consequences to management.

Consequences of Decisions - Decisions may require some equipment modifications and/or process changes to work operations. Productivity of work force may be affected by recommendations for abatement and adherence to prescribed standards.

### INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contacts normally include middle management, safety officials, employee organizations, and individual workers. Work with public agencies may involve contact with elected public officials, supervisors and individuals responsible for public health and welfare in both the local, state, and the federal governments.

Nature and Purpose - Good public relations must be maintained and personal and professional decorum must be above reproach. Facts must be presented in a professional manner and confrontations defused by the skillful use of tact, good judgment and persuasiveness. Recommendations requiring expenditures of client resources must be based on evidence that is fully documented and technically sound.

### OTHER WORK DEMANDS:

Work Conditions - Work is performed out of personal residence as an office with most contact with supervisors by telephone. Extensive travel is required to work locations in the assigned geographic area and detailed planning is needed to minimize travel expenses. Initial work site duties require extensive walking, testing, interviewing, and detailed note-taking. Subsequent visits may require formal presentation of recommendations.

Hazards - Occasionally employee is required to enter confined or elevated areas and must be prepared to correctly use appropriate personal protective equipment in hazardous locations.

### RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the interpretive application of federal and state occupational safety and health standards and regulations promulgated under the Occupational Safety and Health Act of 1970. Considerable knowledge of the operational procedures utilized in assigned occupational areas. Working knowledge of policy and procedure manuals and directives related to the occupational Safety and Health program. Working knowledge of education and training techniques to successfully make presentations of completed work assignments. Ability to make technical recommendations on abatement of occupational safety and health hazards to all levels of management, including collective bargaining organizations, with confidence, consistency, and tact. Ability to maintain an overview of standards application on a state-wide basis in researching proposed variances; to develop well-founded recommendations in support or denial of such requests; and to prepare concise written documentation of field research and conclusions.

Minimum Education and Experience – Graduation from a four-year college or university preferably with a major in industrial management, industrial hygiene, industrial arts, industrial engineering, engineering operations, or a closely related curriculum and two years of experience in occupational safety and health inspections; or completion of a two-year community college or technical institute course in industrial management technology, manufacturing engineering technology, industrial engineering technology, industrial hygiene, or a closely related curriculum and four years of experience in occupational safety and health inspections; or an equivalent combination of education and experience.

Necessary Special Qualifications – Must possess or obtain within the first six months of employment certification by the USDL as a fully qualified safety officer.